



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 2060.1

ITC00F
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SPAWARINFOTECHCEN INSTRUCTION 2060.1

Subj: CELL PHONE AND PAGER PROGRAM

Ref: (a) SECNAVINST 5430.92A
(b) DoD 7000.14-R
(c) NAVRESINFOSYSOFFINST 4400.1

1. Purpose. To provide the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) policy and procedures for the maintenance and use of command issued cell phones and pagers.

2. Policy. References (a) and (b) prohibit all military and civilian personnel (this includes contract personnel) of the Department of the Navy from using government facilities and property except for officially approved functions. Accordingly, Department of Defense telephones may be used only for officially approved business. Personnel assigned cell phones should limit all calls (incoming/outgoing) to official business only. The cell phone user is responsible for all unofficial calls.

3. Background. To increase efficiency and maintain mission essential communications within the command, SPAWARINFOTECHCEN has issued cell phones and pagers to designated personnel. Cell phones and pagers will ensure communication with managers who are on official travel (local and out of state) and emergency situations.

4. Action

a. Authorized Personnel. The Commanding Officer/Executive Director/Executive Officer determines which positions require issuance of cell phones/pagers. The justification for this determination is to ensure mission essential communication (e.g., department/division directors, security managers, operations managers, public affairs managers, safety managers, disaster preparedness, program managers, network managers).

b. Monthly Billing. Monthly cell phone usage billings are forwarded to customers to verify that calls were for official business. Users are required to pay for any calls deemed unofficial. The billing computation is determined by the cell phone's contract agreement, (e.g., monthly minute usage by contract's allotted minutes).

c. The Contracts and Procurement Management Department will:

(1) Procure and forward the telephones to the Facilities and Property Management Division for input into the Defense Property Accountability System (DPAS) and issuance to customer.

(2) Maintain and publish a monthly cell phone and pager number listing for essential communications within the command.

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(3) Provide to the Comptroller Office the monthly cell phone billings with cost computations to ensure recoupment of funds for unofficial calls.

(4) Maintain cell phone and pager contract validations and renewal requirements, adjusting command's requirements for usage (e.g., best contract cost for monthly usage requirements) and reporting any loss or damaged equipment.

(5) Submit payments for monthly cell phones and pagers upon receipt of statements.

(6) Ensure contractors receive and comply with this instruction. Include any revisions to any contractual agreements, as necessary.

e. The Comptroller Office will:

(1) Upon receipt (monthly), process cell phone billings to users to validate official business usage.

(2) Ensure receipt of users cell phone billing validations.

(3) Ensure users are aware to make checks payable to the U.S. Treasury for unofficial incoming/outgoing calls.

(4) Maintain cell phone billing validation files for 6 years for auditing purposes.

(5) Send cell phone user's personal checks to Defense Finance and Accounting Service (DFAS) Pensacola.

(6) Inform DFAS Pensacola of the appropriate lines of accounting for crediting of command funds.

(7) Monitor cell phone lines of accounting to ensure appropriate recoupment of funds.

f. The Facilities and Property Management Division will:

(1) Upon receipt from Procurement Management Office, ensure cell phones and pagers are entered into DPAS.

(2) Issue equipment, ensuring signature receipt.

(3) Redistribute turned-in/redirected equipment.

(4) Annually, verify custody of equipment.

(5) Ensure equipment is turned-in upon departure of personnel.

g. The Security Office will:

(1) Per references (a) through (c), conduct investigations on lost cell phones and pagers for any criminal activities.

(2) Notify the appropriate officials of the results of lost equipment investigations.

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h. The Cell Phone/Pager Users will:

- (1) Pick-up and sign for receipt of cell phone/pager upon notification by the Facilities and Property Management Division.
- (2) Ensure that proper use and care of cell phones and pagers are practiced, (e.g., avoid dropping equipment on hard surfaces/water.)
- (3) Limit usage of cell phones to official use only.
- (4) Monthly, review cell phone billings to validate that calls were for official business only.
- (5) Ensure payment of all calls determined to be unofficial. Direct personal checks to the U.S. Treasury and provide to the Comptroller Office for recoupment of funds.
- (6) Report any lost or damaged cell phones or pagers to the Contracts and Procurement Management Office, Facilities and Property Management Division, and the Security Office (for lost/stolen items only).
- (7) Ensure proper care and maintenance of equipment.
- (8) Ensure cell phone/pager is returned to the Facilities and Property Management Division for proper accountability when departing the command or when your position no longer warrants essential communication.


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